

OLRS Communication

What? March 2013 Release Notes and PA Form Fields

Who? OLRS Professional Users

When? March 30, 2013

Message: On Saturday, March 30th, the system will be unavailable from 3:00 am to 7:00 am PDT for system enhancements implementation. During this time, the following enhancements are scheduled to be released in Insight and the Online Hiring Center (OHC). Please share this information with your OHC users who may be impacted.

Insight – Human Resources

Add Cumulative Scores to View Apps by Step

HR users will have the ability to view an applicant's cumulative score on the View Applicants by Step page. This allows you to see how all scores from the previous and current weighted evaluation steps are affecting the total score at any point in the evaluation step process.

A new column, Cumulative Score, shows the cumulative score on the View Applicants by Step page if you have the Cumulative Score set to be shown on the evaluation step settings. When you define a step, you have the option of showing the cumulative score:

001301 Admin Asst III-MC	
Definition	
* Step Type	Written Exam
Step Name	Written Exam #2
Display Candidate Status As	
* Evaluate On <small>Changing step to Pass/fail will delete all applicant scores.</small>	<input type="radio"/> Pass/Fail <input checked="" type="radio"/> Scored
Applicant Status	<input checked="" type="radio"/> Do Not Show This Step <input type="radio"/> Show This Step <input type="checkbox"/> Show Step Pass/Fail <input type="checkbox"/> Show Step Score <input type="checkbox"/> Show Step Disposition
Comments	
Cumulative Score	<input type="radio"/> Do Not Show Cumulative Score <input checked="" type="radio"/> Show Cumulative Score

Navigation: *Insight > CandidateTrack > Exam Plan > click exam title to view > add or edit evaluation step*

☐ Step 1: Application Received
☐ Step 2: SQs
☐ Step 3: Written Exam #1
☐ Step 4: Written Exam #2

☐ Step History ☐ Step Comments

Candidate	Person ID	SSN	Master Profile	Disposition	Cumulative Score	SME	Email Notify	Source	Received	Notices	Audit Trail
<input type="checkbox"/> Dee, Sandy	8240262		View	Pass - 91.00%	91.90%			Paper	01/30/13 05:21 PM	N/A	View
<input type="checkbox"/> Duke, Luke	8240304		View	Pass - 90.00%	89.75%			Paper	02/04/13 09:33 AM	N/A	View
<input type="checkbox"/> Lee, Chung	8240306		View	Pass - 86.00%	87.40%			Paper	02/04/13 01:27 PM	N/A	View
<input type="checkbox"/> Cleaver, June	8240276		View	Pass - 72.00%	74.80%			Paper	02/01/13 08:17 AM	N/A	View
<input type="checkbox"/> Alfino, James K	3090053		View	Pass - 72.00%	72.30%		•	Paper	07/16/08 02:28 PM	N/A	View
<input type="checkbox"/> McIntyre, Kristy	1106937		View	Pass - 65.00%	72.00%		•	Online	10/20/09 12:50 PM	N/A	View

6 Records Found

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Navigation: *Insight > CandidateTrack > Exam Plan > click exam title to view > View Applicants by Step*

If the weight on all steps adds to 100%, then by the time an applicant has reached the final scored and weighted step, their cumulative score will equal what the exam score will be when they are placed on an eligible list.

The Advanced Filter functionality will allow you to filter to find all candidates who have a cumulative score that has reached a particular threshold so that you can easily identify those candidates who have the highest overall scores to be placed on the eligible list:

Name:	Cumulative Score at least 70%			
Share Filter:	<input checked="" type="checkbox"/>			
Add Group				
Delete	Object	Field	Operator	Value
Add Condition				
<input type="checkbox"/>	Application	Cumulative Score	Not Equal Field (<=)	70

Navigation: *Insight > CandidateTrack > Exam Plan > click exam title to view > View Applicants by Step > Advanced Filter*

When creating an evaluation step, the system defaults to not display the cumulative score. Upon implementation of this enhancement, all existing evaluation steps will be set to not display the cumulative score. To see the cumulative score on an existing step, edit the evaluation step and save. The Cumulative Score column will then display for that step on the View Applicants by Step page.

Inactivation Date Filter and Column added to Report

The Eligible List - Inactive Candidates Report has a new filter to search for applicants based on inactivation date. The inactivation date is also included in the report.

Navigation: *Insight > Reports > Reports > Eligible List*

Online Hiring Center – Departments

Referred List Enhancements

The OHC Referred list page has been enhanced with features to make it easier to view information on the hiring process. The following changes were made:

- A tabbed view of the page uses a separate tab to represent each stage in the hiring process. In the following figure, only candidates in the Referred stage are shown:

Referred (57)		Interview Scheduled (3)		Offer Pending (31)		Hired (4)		Rejected (2)		Rejection Pending (2)	
	Name		Master Profile	Phone		Total Score		Referred Rank		Elig Exp Date	
<input type="checkbox"/>	Baker, Tammy I		View	A: (908) 876-6789		408.80		1		12/31/13	
<input type="checkbox"/>	Biggs, Rudy		View			128.80		2		12/31/13	
<input type="checkbox"/>	Accent, Sue		View	P: (905) 786-9876		49.90		3		12/31/13	
<input type="checkbox"/>	app, online		View	P: (904) 555-1212		49.90		3		12/31/13	
<input type="checkbox"/>	banks, carla		View			49.90		3		12/31/13	
<input type="checkbox"/>	black, joe		View	P: (904) 558-8745		49.90		3		12/31/13	
<input type="checkbox"/>	Brown, Fred v		View	P: 908-876-9822 A: 897-786-7844		49.90		3		12/31/13	
<input type="checkbox"/>	Plum, Sandy		View	P: (904) 987-9876		49.90		3		12/31/13	
<input type="checkbox"/>	Accent, Sue		View	P: (905) 786-9876		48.80		4		12/31/13	

Navigation: OHC > select My Lists on the dropdown next to your name in upper right > view list

- Each stage tab shows the count of the total candidates in that stage.
- When the page opens, it will default to the first tab that has candidates.
- Each page will display 25 candidates.

Note: If there are 50 or fewer candidates on the entire referred list, you have the option of changing from tabbed view back to the classic view.

Personnel Action Form

Agencies who are using the hiring manager functionality of OLRS, including hiring managers using the approval process for both the requisition and the hire, have submitted requests for revisions to the Personnel Action (PA) function. By adding or editing the custom fields on the Personnel Action (PA) form within the system, it would provide agencies with a new hire form or an option to use the OLRS PA in lieu of current agency new hire forms.

The Interagency OLRS Advisory team reviewed the current PA form in the system against the requests that were received. Additional fields have been added to the form and some of the current fields were edited to be more significant. On April 1st, the updated PA form will be available in the system. The Candidate Quality questionnaire will still appear on the PA form, but it will be removed no later than June 30th, 2013. The Office of the State HR Director will review strategies on collecting candidate quality information in the future with stakeholders.

Reminders

IE7 and Firefox16

Effective June 30, 2013, NEOGOV will no longer support Internet Explorer 7 (IE7) or Firefox 16 or below. Browsers that will be supported as of July 1st are:

- Internet Explorer 8, 9, 10
- Firefox 17, 18, 19

The message from NEOGOV stated:

“If you are using an older version of one of these browsers, it is time to update. But, don’t worry. It will not suddenly stop working as of July 1st. However as we move forward, we will no longer test features or code to the standards of older browsers. So, eventually some features may stop working if you haven’t upgraded.

In consistency with best practices in the industry and to provide quality service to our customers, our policy is to support the current release for Internet Explorer and Firefox, as well as the previous two versions. For job applicants, we will continue to support browsers used by 5% or more of job seekers.”

Recruitment Lean Strategy

If your agency identifies recruitment as an area for a Lean process, please keep your OLRS Support team in mind. Members of the team can participate in your Lean Value Stream Mapping (VSM) as a system subject matter expert. There may be functionality within the online recruiting system which you are not fully aware of that could have a positive impact to your processes. We have participated in two agency Lean processes with positive results.

Questions or need assistance with the OLRS? Contact:

Service Center: (360) 664-6400

Email Contact: servicecenter@des.wa.gov

Want to review past communications? Visit [OLRS Notices](#) on the HR website.